

Good email characteristics:

- Introduce yourself (include major/minor/concentration) & put a closing on the email
- Be succinct - why *this* lab? How it relates to you (know the PI's recent research)
- List prior experiences, relevant classes, non-research experiences/internships - be careful about terminology & be sure you know what you're talking about
- Remember the importance of transferable skills - teamwork, collaboration, science related skills, specific skills from science courses (list course title not prefix/#) ie write and analyze scientific papers, lab skills etc.
- Attach a *RESEARCH SPECIFIC RESUME* in PDF format- list prior research experiences; include science GPA as part of the Education section; if no prior experience - identify courses by title and specific skills learned in those courses
- Respectful follow-up emails (wait 3 business days and if you don't hear back, send a polite follow-up email, "I'm hoping you received my email inquiring about research in your lab. I'm eager to set up a time to connect soon as the deadline to apply is _____. Thank you again for your consideration.")

Things to avoid in emails:

- Not too generic
- The goal of research is not simply to "check a box" for grad/med schools etc.
- Watch for typos - have someone proofread
- Don't be too gushy; watch for run-on sentences - stay focused
- Be considerate of timing of email - don't send at 2:00 am
- Don't elaborate too much on outside interests/clubs etc

Criteria - Adapted from BioG1500 assignment rubric; these represent a suggested order of the email	Check when included
Letter contains an APPROPRIATE GREETING. (Dear Professor __; not appropriate Dear Mr/Mrs, Dear 1st name, or "Hi" or "Hey")	
Letter includes how your RESEARCH INTERESTS link specifically to the lab in which you're applying. (It's not enough to simply say, "I'm interested in research." Research about <i>what</i> ? How does it relate to you? <i>Why</i> ? - express your passion for their research) *	
Letter mentions at least one specific title of a <i>recent</i> PUBLICATION co-authored by the professor AND indicates the importance of what was read. (Follow APA Guidelines ie Use quotes around the title of authors publication.)	
You DESCRIBES THE SKILLS GAINED in science coursework, or other relevant research experiences, including transferable skills that can be applied to research in the specific lab you're writing about.	
Add something PERSONAL that will make you differ from other applicants. (Describe a personal quality or experience that will make you a competitive candidate for this position)	
Letter explicitly COMMUNICATES INTENTIONS of potentially joining a lab in which to conduct research.	
Closing to include ACTION ITEM requesting time to meet to discuss available positions and reference to attached research resume (as a PDF).	

*If a lab has a lot of research topics, narrow down to how it matches your interests/passions